WorkingSm@rt®

+ BlackBerry

Who Should Attend:

Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently use BlackBerry and are not optimizing this powerful tool.

Format:

- Half-day session using your BlackBerry with a Priority Management certified 'WorkingSm@rt®' facilitator
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt® using Microsoft Outlook
- Priority Planning
- WorkingSm@rt® in Meetings.

Tame the digital deluge and increase your productivity

Manage email on the go and understand the "how, when and why" of staying on top of your priorities.

We created this class in conjunction with Research In Motion (the makers of BlackBerry) for the world's largest distributor of their devices to train their employees to use Blackberry more effectively.

This course will help you:

- Take a business planning approach to BlackBerry
- Gain control over high volume email and tasks
- Focus consistently on priorities
- Improve communications
- Manage time, tasks, and activities

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com/contact_us

Detailed Synopsis:

WorkingSm@rt® using BlackBerry

Priority's WorkingSm@rt® using BlackBerry Workshop is an essential management skills program and has been designed to provide you with the knowledge, skills and competencies to effectively use BlackBerry as your satellite organizational system. This course will help enhance personal and team productivity and performance, while giving you more control over activities and information. By providing immediate access to key business information you will improve your decision-making. You will become more balanced and reduce stress when you put these essential skills into practice.

Unit 1 The Productivity Process:

In this first unit we will describe what is meant by priority and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula. We will create a campaign for WorkingSm@rt® and look at how BlackBerry can help turn our intentions into actions.

Unit 2 The BlackBerry Business Solution:

You will gain a deeper understanding of what's available in the BlackBerry "toolbox" and configure the main components to emulate the key functions of your desktop program. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information.

Unit 3 The Digital Deluge:

We will show you how to manage your messages. You will cover topics in sending and following up on messages, learn how and when to respond to messages, and set up protocols for high priority messages. We will show you creative ways to file your mail and stay with your priorities regardless of the volume of email traffic.

Unit 4 Managing Commitments:

You will learn the importance of the BlackBerry Calendar and how to avoid becoming a victim of "planning fallacy". The exercises will help you become a more proficient time manager and begin the process of regaining control over your life and demanding schedule.

Unit 5 Managing Communication:

You will learn the Priority communicating process and how to apply it with BlackBerry tools. You will practice planning conversations, responding to people, delegating actions, and following up on commitments. We will demonstrate that by applying the communication process, it is possible to have total recall!

Unit 6 Managing Activities:

We will show you how to become a master at Date Activation. You will learn how to stay on top of important and urgent activities, and how to solve the "decision dilemma" when managing a myriad of activities.

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WorkingSm@rt® using BlackBerry

Unit 7 Priority Planning:

You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choice of activities and restore a feeling of achievement at the end of every day.

Unit 8 Putting BlackBerry to Work:

Summarizes all the key ideas and provides you with a recipe for learning transfer. You will review the key learning points and 10 Best Practices and develop plans to increase your productivity and performance back at work. Upon graduation you will become a member of the Priority LearningLink™ and receive tips and coaching online.

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